



Bonifacio Drive, South Harbor, Port Area, Manila 1018, Philippines, P.O. Box 436, Manila, Philippines
Tel. No. (0632) 527-8356, Fax. No. (0632) 527-4855, <http://www.ppa.com.ph>

REQUEST FOR QUOTATION

The Philippine Ports Authority requires the supply and delivery of office supplies and materials for use of the responsibility centers in the Head Office.

Name of Project : **Supply and Delivery of Office Supplies and Materials**

Approved Budget for the Contract : **P299,500.00**

Deadline for Submission : **09 July 2018**

Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's Permit, PhilGeps Registration Certificate, Income/Business Tax Return and Omnibus Sworn Statement.

Quotations may be submitted to the BAC Secretariat, 5th floor, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila or emailed at mlpperez@ppa.com.ph.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
527-8356 to 83 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,

ADRIAN FERDINAND S. SUGAY
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

VISION

By 2030, PPA shall have provided globally competitive port service in the Philippines characterized by increased productivity, efficiency, connectivity, comfort, safety, security and environmental sustainability.

MISSION

1. Provide reliable and responsive services in ports, sustain development of community and the environment, and be a model corporate agency of the government.

ITEMS : Various Office Supplies and Materials
Purpose : For use of PPA Head Office personnel

TECHNICAL SPECIFICATIONS

No.	Item	Specification/s	Unit of Measure	Quantity	Estimated Cost	Total
1	Bondpaper/Multi-purpose paper	A4 Size White 80 GSM	Ream (500 sheets per ream)	500	400.00	200,000.00
2	Pen (Black-200 pcs; Blue-200pcs; Red-100pcs)	0.7mm tip	Piece	500	90.00	45,000.00
		Rolling ball, retractable				
		Refillable liquid ink				
		Metal clip				
		*Precision point technology				
		Rubber grip with traction points				
Smooth writing						
3	Folder, pressboard	Paper board	Piece	1000	35.00	35,000.00
		Long size				
		Any color				
		Min. 300 gsm.				
		Strap hinge:				
		*Latex paper/PVC bookbinder/book cloth/paper cloth				
		*Color: Red/green/blue				
*Expansion: 39mm (-3mm)						
4	Whiteboard	4 feet x 6 feet Aluminum frame	Piece	3	4,000.00	12,000.00
5	Whiteboard	3 feet x 5 feet Aluminum frame	Piece	3	2,500.00	7,500.00
ABC						299,500.00

Terms and Conditions:

- Bidders shall submit a sample of item nos. 1-3, together with the quotation.
- The items must be delivered within 15 calendar days from receipt of the Purchase Order.
- Payment will be made within 15 days from receipt of invoice and request for payment by the supplier.